

## Tips for Seminar

### Tips

Frequent On-Topic interaction for the entire hour is crucial for good learning and to earn full credit. When you say "Hello", "Good Bye" or other chat, though it is very nice to get to know everyone, it does not count as On-Topic interaction. On-Topic interaction includes answering questions on the topic at hand, either from me or your classmates, asking questions about the topic at hand or if we have a general discussion about the information.

During the formal seminar time, please stay on topic. Side conversations are very distracting for other students and for me.

PrimoPDF, a free 'pdf printer', allows you to append (I use it a lot) (There is a print button next to the Whiteboard, so you can print the Whiteboard and save paper!)

At 2PM ET, Wednesday's Seminar is over, but I am usually happy to continue as long as people stay.

In Seminar, posts do not have to be complete sentences, and spelling and grammar do not count. Since this is a live chat, typos happen.

Put "?" in front of Questions so it is easier to see them.

### Tech Tips

Many problems with Seminar can be fixed by leaving the Seminar Room & coming back into it.

These problems include:

- Can't see the whiteboard

- Can't see the slides

- Or there is a lag

Sometimes you also need to try restarting your browser. Worst case scenario; try rebooting your machine. Clearing Cookies or your Cache sometimes helps too.

If that does not fix the lag, try closing any extra applications you have running. It may also be your connection. If you are on an 'air card', and if you used it a lot during the day, the connection can slow down for Seminar. I have this issue too, and try not to do more than the minimum online on Seminar Days.

If you are the only one without audio, check your speakers & your volume. Many students find headsets or earphones to be helpful. If these do not fix the problem, try the steps listed above for the other common issues.

If you can't type, go to "full screen" by pressing F11, on most keyboards it is above and near the "9" key.

F5 also helps with some tech issues, this is the refresh for most browsers.

## Grading

I post comments in the GradeBook with each grade that I assign. All Seminar Option 1 Grades are based on the Rubric below. If you are unsure of why you received the grade you did for any assignment, please feel free to contact me via email (TEyster@Kaplan.edu) or IM(AIM: TamaraEyster).

**Rubric for Seminar Option 1:** Late Seminar Option 2 assignments will not be accepted.

<b>Grade:</b>	<b>Grading Criteria</b>
A: 4.5-5 points	<ul style="list-style-type: none"><li>• Frequent, excellent interaction on concepts being discussed by students and instructor.</li><li>• Posts are on topic and contribute to the quality of the seminar.</li><li>• Student arrives on time and stays the entire seminar.</li></ul>
B: 4-4.49 points	<ul style="list-style-type: none"><li>• Good interaction on concepts being discussed by students and instructor.</li><li>• Posts are generally on topic and contribute to the quality of the seminar.</li><li>• Student may have been tardy or have left early.</li></ul>
C: 3.5-3.99 points	<ul style="list-style-type: none"><li>• Some interactions on concepts being discussed by students and instructor.</li><li>• Several posts are off-topic.</li><li>• Student is tardy or leaves early.</li></ul>
D: 3-3.49 points	<ul style="list-style-type: none"><li>• Few interactions on concepts being discussed by students and instructor.</li><li>• Off-topic conversations.</li><li>• Student attends less than half of the seminar, or is tardy and leaves early.</li></ul>
F: 0 points	<ul style="list-style-type: none"><li>• Off-topic conversations.</li><li>• Abusive or inappropriate behavior.</li><li>• No interactions with students and instructor.</li><li>• Student attends a fraction of the seminar.</li></ul>